

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.776/DA-3& 9/IT/DHC/No. 18421

Dated: 20.09.24

From,

The Registrar General
Delhi High Court
New Delhi

To,

(On the website of Delhi High Court)

SUB: NOTICE INVITING TENDER (NIT) FOR PURCHASE OF COMPUTER HARDWARE IN TWO DIFFERENT CATEGORIES i.e. ALL-IN-ONE COMPUTERS & LASERJET PRINTERS.

[PLEASE READ THE TERMS AND CONDITIONS OF TENDER CAREFULLY]

[NOTE: ALL THE DOCUMENTS PLACED IN THE SEALED/CLOSED ENVELOPE SHALL BE DULY PAGINATED.]

Sir/Madam,

This Court intends to purchase items mentioned below, in two different categories:

Category	Item(s) Details	Qty.
A	HP/DELL/LENOVO ALL-IN-ONE COMPUTERS	13
B	HP/CANON/EPSON/BROTHER/XEROX LASERJET PRINTERS (as per Annexure B-1)	13

Interested firms/vendors (**Based in Delhi/NCR Region only**) authorized by respective OEM(s) to participate in the instant tender are requested to submit their respective quotations in separate sealed envelopes for each category to the A.O.(J), IT Branch, Lawyer's Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 08-10-2024 till 5:30 P.M. The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning respective Category & subject of that category super-scribed on the sealed envelope, as mentioned under:

Category A: "Quotation for HP/Dell/Lenovo All-In-One Computers"

Category B: "Quotation for HP/Canon/Epson/Brother/Xerox LaserJet Printers
(as per Annexure B-1)"

The Terms & Conditions of this tender are as under:-

1. The participating authorized firm/vendor must submit duly filled in Annexures mentioned below for each Category along with Annexure 'X' {undertaking duly filled

in/signed/stamped by all the vendors} & Annexure 'Y' {to be filled only by those firms, which are claiming exemption from registration under GST Act and offering net rates only}. Non compliance will lead to rejection of the quotation:

(i) **Category-A:** Quotation for HP/Dell/Lenovo All-In-One Computers

Annexure 'A'- Price bid & EMD details

Annexure 'B'-Technical Specification Compliance Sheet

(ii) **Category-B:** Quotation for HP/Canon/Epson/Brother/Xerox LaserJet Printers

Annexure 'A1'- Price bid & EMD details

Annexure 'B1'-Technical Specification Compliance Sheet

2. Interested firm(s)/vendor(s) (Based in Delhi/NCR Region only) authorized by OEM are requested to submit separate quotation(s) for each category along with a copy of current authorization letter issued by OEM in their favour and Earnest Money Deposit (EMD) of 5% of total proposed cost (including taxes) by way of Demand Draft or Banker's Cheque drawn in favour of **"The Registrar General, Delhi High Court"** payable at New Delhi.
3. **Quotations received without EMD shall be summarily rejected and no request for waiver of EMD will be entertained.**
4. **Quotation received after due date shall be summarily rejected and no request for extension of last date / due date of the Tender will be entertained.**
5. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned without interest to vendors on their written request after finalization of selection process & DD/Pay Order of L-2 & L-3 will be returned without interest upon written request after issuance of the Purchase order to the successful tenderer.
6. The EMD of successful tenderer will be returned only after supply and successful completion of the purchase order placed upon the firm after fulfilling all codal formalities against receipt.
7. Selected firm(s)/vendor(s) will also be required to submit valid authorization letter or copy of valid authorization letter issued by OEM duly attested under the seal of the selected firm/vendor.
8. Firm(s)/Vendor(s) submitting quotations for more than one category will have to submit authorization letter or copy of the same for each category separately.
9. The validity of rates must not be less than 180 days from the last date of submission of quotations. Quotations with less period of validity of rates shall be summarily rejected.
10. **The selected L-1 firm/vendor (under Category B) shall be required to give the demonstration of the LaserJet Printer offered by them to check whether it meets the requirements of the office of DHCLSC.**
11. The selected firm/vendor shall be bound to supply the required item within 30 days, failing which the Purchase Order shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is communicated (supported by documentary proof) for such delay.

12. The selected firm/vendor will have to execute proper Service Agreement and submit 3% of the Invoice amount as Performance Bank Guarantee with Delhi High Court Legal Services Committee (DHCLSC) valid for five years & three months from the date of acceptance of Service Agreement with the DHCLSC.
13. In case the Purchase Order awarded to L-1 firm is cancelled due to non-supply of goods within the stipulated period, the purchase order will be awarded to the next eligible L-2 vendor/firm. The firm shall be liable to be blacklisted to participate in future tenders of this Court and the amount of EMD shall be forfeited, if failed to give any cogent reason for non-supply of goods within the stipulated period.
14. The selected vendor is also required to submit the details of SPOC (Single Point of Contact) for after sale support and will also ensure that the complaints notified to designated SPOC person are attended and resolved expeditiously.
15. The successful tenderer shall further abide by the condition that if a complaint is lodged before lunch, the same shall be resolved during the second half of the day i.e. after lunch and if a complaint is lodged after lunch, the same shall be resolved on the next working day (within one day). If the vendor fails to respond within the stipulated period to attend complaint(s), then the vendor will be bound to face the penal actions.
16. If multiple quotations are submitted by a firm/vendor for the same category, all such quotations submitted shall be liable to be rejected at the first instance.
17. After opening of the sealed quotation(s) if any cutting/overwriting/correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
18. The firm shall also have to furnish a duly filled in/signed/stamped undertaking separately for each Category (strictly as per **Annexure-'X'**) that neither the firm nor its Partner/Director/Proprietor has/have been blacklisted/banned in its Business dealings with any Central/State Government/Public Sector Undertaking/Autonomous Bodies has/have been banned/terminated on account of poor performance/conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotation received without undertaking shall be summarily rejected.
19. Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act
Note: The firms/vendors offering net rate claiming that they are mandatorily not required to be registered under the GST Act shall not mention tax rate/amount and submit the 'net rates' only in Column 'D' of their Price bid.
20. **The firm(s) claiming exemption from registration under GST Act and offering net rates only** shall also have to furnish a duly notarized affidavit in original (as per **Annexure 'Y'**) with supporting documents viz. copy of the latest notification issued by Govt. Of India/Govt of NCT of Delhi duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2022-2023 & 2023-24.

21. No employee of this Court or that of DHCLSC or his/her dependant family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.
22. In case the firm/vendor wants any technical clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel.No.011-43010101 (Extn.4852) may be contacted.
23. The selected vendor will have to supply and install the devices at the office of DHCLSC, in coordination with the officer of DHCLSC.

This Court reserves the right to modify/amend the tender document/Terms & Conditions of the tender at a later stage and also increase or decrease the quantity depending on the requirement. This Court also reserves the right to reject any of the bids or quash the whole tender process without assigning any reason(s) thereof. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Yours truly,


(Rajeev Kumar Chauhan)
Joint Registrar (IT)
for Registrar General

CC to: Joint Director (IT), Delhi High Court

For uploading on the official website of High Court of Delhi.

F.No.776/DA-3& 9/IT/DHC/No. _____

Dated: _____

Annexure - 'A'

CATEGORY - A

Name of the Firm: _____

Address of the Firm: _____

Name of the person (authorized to sign the tender document): _____

Contact No.: _____ Email Address: _____

PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR

Table-I

Description of AIO Computer	Price offered for one unit (without taxes) in Rs.	Tax Rate (%)	Total Price offered for one unit (incl.of taxes) (in Rs.)	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	5 years onsite comprehensive warranty (Yes/ No)	EMD (Yes/ No)	Remarks (if any)
A	B	C	D	E	F	G	H	I

Price as per column 'D' (per unit) in words _____

Total Price: Unit Rate as per Column 'D' of Table-I x 13 units = Rs. _____

EMD Details

EMD instrument by way of DD/Pay Order	Bank Name / Branch	EMD Amount (in Rs.)	Amount in words
No. Date:			

Signature of the authorised Signatory
of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

- Interlineation/Corrections/Overwriting not allowed

CATEGORY - A**Technical compliance sheet for AIO Computer**

S. No	Description	Technical Specification Reqcd.	Compliance (Yes/No) Please mention the make and exact specifications offered for the desktop(s) Please also highlight the higher specification, if any, offered
1	Type	All-in-One PC	
2	Processor	X86 Processor Intel i7 (13 th gen or higher) with minimum 8 cores, 16 Thread / equivalent AMD Ryzen series or higher. Support 4.60 GHz or higher turbo clock frequency. (offered processor should not have launched prior to the Year 2023 and processor must be from Desktop vertical only)	
3	Chipset	Suitable chipset for quoted processor with upgradable support	
4	Memory	16 GB DDR5 with 4800 MHz and expandable at least up to 32GB, Apart from populated DIMM slots, at least one Physical DIMM Slot should be spared for future use. (Spared physical DIMM slot is optional and not mandatory)	
5	Graphics	Integrated or added HP or better Graphic controller for supporting three simultaneous displays (out of which one shall be of AIO and two other displays connected through HDMI and DP port) with each 1920x1080 resolution. (Graphics Resolution should be 1920*1080 or higher resolution)	
6	Storage	Minimum 1TB PCIe M.2 NVMe SSD Drive or more, support upto 2TB PCIe M.2 NVMe SSD or more	
7	Network	Integrated Gigabit Ethernet controller with RJ-45 connector with minimum 01GBPS, WIFI 6 or latest and Bluetooth 5.2 or latest	
8	External Ports	Minimum 04 USB ports (Minimum 2xUSB 3.0 or higher and Minimum 1xUSB3.2 USB C or higher ports and Minimum 1xUSB 3.2 or higher),	

		1 HDMI port, 1 DP port The ports for display should support simultaneous displays i.e. all three displays (One display of AIO, One display through HDMI and one display through DP port) should work simultaneously	
9	Audio	Integrated Audio controller with Internal speaker (minimum 2x2w) {speakers power has been defined so that VC can be done without adding any additional speaker in the system}	
10	Wireless Keyboard	Standard 104 Keys OEM Keyboard with Rupee Symbol and USB Interface	
11	Wireless Mouse	OEM Optical USB Scroll Mouse with Mouse pad.	
12	Display	23.8" or higher LCD/TFT display non-touch having FHD (1920x1080) or better resolution and TCO/BIS certified	
13	Webcam	Full HD with integrated mic	
14	Power efficiency	Minimum 85% Energy efficient power supply (Internal integrated Power supply will be preferred in place of external power adaptor)	
15	OS Support	Latest version of Windows Pro, Microsoft Office standard Offline Activation	
16	Accessories	System user manual and all other necessary accessories	
17	Compliance & Certifications	Complete system should be BIS registered, BEE/Energy Star certified and RoHS Complied and EPR Complied	
18	Stand	Standard Height adjustable	
19	Warranty	5 years onsite warranty. Comprehensive with consumable and non-consumables. If the SSD of the system gets changed due to issues, then the old SSD of the system gets changed due to issues, then the old SSD will be kept in the Court and shall not be given to the vendor/OEM. MAF from OEM is a must.	

Signature of the authorised Signatory
of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

F.No.776/DA-3& 9/IT/DHC/No._____

Dated: _____

Annexure - 'A1'

CATEGORY -B

Name of the Firm: _____

Address of the Firm: _____

Name of the person (authorised to sign the tender document): _____

Contact No.: _____ Email Address: _____

PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR

Table-1

Description of LaserJet Printer	Price offered for one unit (without taxes) in ₹.	Tax Rate (%)	Total Price offered for one unit (incl.of taxes)(in ₹.)	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	5 years onsite comprehensive warranty (Yes/ No)	EMD (Yes/No)	Remarks (if any)
A	B	C	D	E	F	G	H	I
OEM:								
Model:								
Product Delivery Time: _____								
Compatible Cartridge/Toner: _____								
Catridge/Toner Price: ₹ _____ (incl. taxes)								

Price as per column 'D' (per unit) in words _____

Total Price: Unit Rate as per Column 'D' of Table-1 x 13 units = ₹ _____

EMD Details

EMD instrument by way of DD/Pay Order	Bank Name / Branch	EMD Amount (in ₹.)	Amount in words
No.			
Date:			

Signature of the authorised Signatory
of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

- Interlineation/Corrections/Overwriting not allowed

CATEGORY -B**Technical compliance sheet for LaserJet Printer**

S No	Description	Technical Specifications	Compliance (Yes/No) Please mention the make and exact specifications offered for the printer(s) Please also highlight the higher specification, if any, offered
1	Functionality (Print, Scan, Copy)	Print	
2	Print Technology	Laser	
3	Print Resolution	Fine Lines (1200* 1200 dpi)	
4	Print speed [42/40 ppm(LTR/A4]	40 PPM or Higher	
5	Duplex Printing (Yes/No)	YES	
6	Connectivity	1 Hi-Speed USB 2.0 Gigabit Ethernet 10/100/1000BASE-T network, Wifi (optional)	
7	Paper Handling (Up to Two Paper Trays)	Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2: up to 250 sheets)	

Signature of the authorised Signatory
of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

F.No.776/DA-3& 9/IT/DHC/No. _____

Dated: _____

CATEGORY -

Annexure - 'X'

UNDERTAKING

I/We undertake that neither the firm (name of the firm)
nor its Partner/Director/Proprietor {name of all owner(s)}
_____ has/have been blacklisted/banned
and its Business dealings with the Central/State Government/Public Sector
Undertaking/Autonomous Bodies has/have been banned/terminated on account of
poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender
Notice are acceptable to me/us.

I/we also undertake that in case the supply is not found to be in conformity with
the purchase order or any other distortion, the whole supply will be taken back at the
cost of the firm with replacement of goods within 3 days.

I/we further undertake that I/we have confirmed and correctly applied the HSN
Code of the required item and its corresponding applicable GST rate as on date with sole
responsibility.

Signature of the authorised
Signatory of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

F.No.776/DA-3& 9/IT/DHC/No. _____

Dated: _____

CATEGORY -

Annexure-'Y'

[ON ₹10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED BY NOTARY PUBLIC
AFFIXING ₹5/- NOTARIAL STAMP TO BE PRODUCED BY THE FIRMS/VENDORS
CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

AFFIDAVIT

I _____, S/D/W of Sh./Smt. _____
Resident of _____ in the
capacity of _____ having its Registered office/ office at
_____ do hereby solemnly affirm and declare as
under:-

1. That the Turnover of M/s. _____ was less than 40 Lakh in financial year i.e. 2023-2024.
2. That M/s. _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies elsewhere.
3. That the turnover of M/s. _____ has not crossed the threshold exemption limit of ₹40 lakh, in the current financial year 2024-2025.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of ₹40 lakh, the firm will be registered under GST Act and shall comply with the provisions mentioned in the GST Act.
5. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. _____ will claim only the NET price exclusive of GST with sole responsibility, if declared eligible in the tender process.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____, 2024 that the contents of the above affidavit are true and correct to the best of my knowledge and that nothing material has been concealed there from.

DEPONENT